

Postal Address
P.O. Box 1329, Rivonia
2128, South Africa

Physical Address
270 George Road,
Noordwyk, Midrand, 1687

Contact
Call Centre: 0860 100 221
Telephone: 011 217 0600
Fax: 011 783 7745



GOODS/ SERVICES REQUISITION FORM

YOU ARE HEREBY INVITED TO SUBMIT A QUOTATION FOR THE CULTURE ARTS,
TOURISM, HOSPITALITY AND SPORTS SECTOR EDUCATION AND TRAINING
AUTHORITY (CATHSSETA)

Date issued	28 February 2023	RFQ number	SCM/002/2023
Closing Date:	06 March 2023	Closing Time:	11h00 am
DESCRIPTION:	SUPPLY & DELIVERY OF OFFICE STATIONERY & CONSUMABLES		

ADMINISTRATIVE REQUIREMENTS

- Quote/Pricing with a clear breakdown of Scope with total inclusive of VAT
- Completed and signed SBD4, SBD 6.1
- Valid Tax Compliance Pin issued by SARS.
- Valid B-BBEE Certificate or Sworn Affidavit
- Central Supplier Database (CSD) Supplier Number

E-mail responses to supplychain@cathsseta.org.za on or before the closing date and time as stated above.

REQUIREMENTS/ITEMS	QUANTITY
Deliver to 270 George Road, Noorwyk Midrand, 1687	
2 Quire A4 Books	40
A3 Paper (Typek or Rotatrim)	40
A4 Colour Paper- Assorted (Typek or Rotatrim)	40
A4 Paper (Per box) Typek or Rotatrim	180

Board chairperson: Mr David Themba Ndhlovu

Board members: Ms Edith Margareth Tukakgomo • Mr Moses Motha • Mr Itumeleng Kennilworth Dichabe • Mr Nkanyezi Joseph Ntuli
Mr Solomon Zawempi Mhlanga • Mr Thulaganyo Gaoshubelwe • Ms Shanita Sumayya Khan • Ms Karen Ann Borain • Mr Khumbudzo Vincent
Maumela • Ms Matshediso Lesiroha Lesutu • Ms Ntombifuthi Maureen Nzuza • Ms Rachel Phiri • Mr Lesiba Richard Aphane • Mr Manene Tabane

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AA Battery	40
USB (16GIG)	20
AAA Battery	50
Bic- Black pens	100
Bic- Blue Pens	80
Bic-Red Pens	50
Buff tape	30
Scissors	10
Clear tape	30
Cube refills	10
Paper label sticker	30
Examination Pads	20
Printing Hard paper (white in colour) (For use of printing out name)	40
Fingerites	10
36g Solid glue stick	5
Double clip file	20
Pen holder	20
Flip Chart- paper	10
Highlighters (Multi colours)	80
Permanent Markers- (Multiple colours)	40
Plastic Sleeves (100 Per Pack)	30
Pritt	20
Rulers	20
Stapler- Small	10
Staples- Small	40

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White Board Markers- Black	40
Film Index	20
Sign Here Stickers (per pack)	40
Paper Clips 77mm (per box)	25
Paper Clips 50mm (per box)	20
Paper Clips 33mm (per box)	20
HB Pencil	40
Eraser Pilot	10
Cloth Duster	5
Multi Plug	5
Staple Remover (Small)	30

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